



**Request for Pre-Applications**  
**Iowa Department of Agriculture and Land Stewardship**

**Water Quality Initiative**  
***Urban Conservation Projects***

**Pre-Applications are Due:**  
**NO LATER THAN 4:30 PM**  
**FRIDAY, DECEMBER 19, 2014**



## **PROGRAM OBJECTIVES AND DESIRED OUTCOMES**

The Iowa Department of Agriculture and Land Stewardship (IDALS) is issuing this request for pre-applications (RFPA) to provide funding for urban conservation projects that reduce nutrient loading to waters of Iowa.

IDALS is seeking applications for projects that demonstrate strong ties to the Iowa Nutrient Reduction Strategy by focusing on adoption of urban conservation practices that provide nutrient load reductions to water resources in combination with outreach and education components demonstrating how projects will work to support the nonpoint source action items outlined in Section 1 of the Strategy. The Iowa Nutrient Reduction Strategy can be viewed at <http://www.nutrientstrategy.iastate.edu>.

Applicants should demonstrate a proven track record of delivering low-impact development strategies and practices and have established strong partnerships with stakeholders that have or will be contributing significant resources to the project.

Desired outcomes for these projects will include concentrated efforts to demonstrate urban conservation practices paired with strong outreach/education components to disseminate information on these practices to promote increased awareness and adoption of available practices and technologies for achieving reductions in nutrient loads to surface waters. Quarterly, annual, and final reports will be required to document project progress and products as well as to provide aggregate accounting of practice adoption levels. Successful projects will serve as local and regional hubs for demonstrating urban conservation practices and providing practice information to other communities. We look forward to working with applicants for these funds to support demonstration projects across the state.

## **PRIORITY WATERSHED AREAS**

Projects are not required to be located within priority HUC8 watersheds that have been identified by the Water Resources Coordinating Council (WRCC) but projects within these watersheds will receive priority consideration. A map is attached for reference. These HUC8 watersheds include all or parts of 68 Iowa counties and include 429 HUC12 subwatersheds. The priority HUC8 watersheds are (see map at the end of this RFP):

- |   |               |   |                  |   |                  |
|---|---------------|---|------------------|---|------------------|
| • | Floyd         | • | East Nishnabotna | • | West Nishnabotna |
| • | North Raccoon | • | Boone            | • | Middle Cedar     |
| • | Skunk         | • | South Skunk      | • | Turkey           |

## **ELIGIBLE APPLICANTS**

Soil and Water Conservation Districts (SWCDs), counties, county conservation boards, cities or other units of government, not-for-profit non-governmental organizations (NGO's) authorized by the secretary of state, public water supply utilities or watershed management authorities are eligible to submit applications. Due to the nature of this program and the emphasis on implementation of urban conservation practices and documentation supportive of the nutrient reduction strategy, ***applicants must*** collaborate with IDALS's Urban Conservation Program staff. Applicants are also strongly encouraged to partner with stakeholders that will benefit from installation of urban conservation practices and would be able to assist with education and information transfer.

## **ELIGIBLE EXPENSES**

Total State funds shall not exceed 50% of eligible costs. Eligible expenses include:

- Project costs for the design and installation of urban conservation practices that are in the Iowa Stormwater Management Manual (ISMM) and designed according to the design guidelines of the ISMM.
- Other practices that provide a demonstrated reduction in nutrient delivery to surface waters.
- Outreach/education components such as field days, publications, signs, and informational meetings

## **PROJECT DURATION**

Priority will be given to applications that can demonstrate the ability to rapidly implement the project / practices funded under this RFPA. Funds must be allocated/obligated no later than June 30, 2015 with installation completed no later than June 30, 2016. A high quality project with the possibility of future phases may be eligible for additional funding depending on future funding availability, project quality and project performance. Project funds will be available upon execution of a funding agreement with IDALS (projected to be done by April 15, 2015). Projects cannot incur reimbursable expenses before that the funding agreement is executed.

### **DISBURSEMENT OF FUNDS**

The Primary Grantee will be responsible for submitting payment requests to IDALS. Expense payments will be made on cost reimbursable basis. The Grantee will submit invoices and/or other required documentation to IDALS for the disbursement of funds. An explanation of the process and the required documentation will be provided to the Grantee by IDALS as part of the project agreement process.

### **FISCAL MANAGEMENT**

The Primary Grantee must include documentation of their ability to provide appropriate fiscal management of the funds requested in the project application. If the group is unable to meet this requirement themselves, they may include documentation of their partnership with an entity that has an appropriate fiscal management structure in place in order to be considered an eligible applicant.

### **PRE-APPLICATION DETAILS**

Pre-applications must be submitted following the format and page limits provided. Maps and letters of support will not count against stated page limits. Letters of support are not required as part of the pre-application but an indication of primary partners and their roles/contribution to the project should be provided. Letters of support documenting partner's roles/contributions will be required if a full application is requested.

Potential applicants are encouraged to schedule a meeting with an IDALS Urban Conservationist and/or a Regional Basin Coordinator to help formulate strong projects and pre-applications. Pre-applications will be reviewed by IDALS, and applicants that will be requested to submit full applications will be notified by January 23, 2015. Pre-applications must be submitted to be considered for full-application submittal.

### **FULL-APPLICATION DETAILS**

Full-applications will be requested by a select number of pre-applications based an internal review by IDALS. Applicants requested to provide full applications to IDALS will be notified by January 23, 2015 and full applications expected to be due by February 20, 2015. Additional guidance on developing a full proposal will accompany notification to applicants by IDALS on January 23, 2015.

The projected timeline for the complete application process is detailed below:

- Pre-applications open: October 31st, 2014
- Pre-applications due: December 19, 2014
- Selected pre-applications notified: January 23, 2015
- Full-applications due: February 20, 2015
- Selected full-applications notified: March 2, 2015
- Anticipated project start date: April 15, 2015

### **PRE-APPLICATION REVIEW & SELECTION**

Pre-applications will be reviewed by IDALS. Notification by IDALS of request to submit full applications will be done by January 23, 2015. Selected applicants will have the opportunity to meet with a representative(s) of IDALS at a mutually agreed upon time and location to discuss the pre- and full-application prior to the full-application due date of February 20, 2015.

#### **Pre-Application Evaluation Factors (points in parentheses- 100 points possible)**

- Demonstrated ability to implement the project /practices in an efficient manner; readiness to proceed quickly upon project approval (20)
- Project is located in a priority HUC 8 watershed (10)
- Project reduces nutrient loading to a water resource of high value to a large population of users (10)
- Demonstrated ability to reduce nutrient loading to Iowa surface waters (10)
- Collaborative outreach/education efforts to increase practice adoption and disseminate information broadly (10)
- Demonstrated strong partnerships and landowner willingness/participation levels (10)
- Identified financial and in-kind support available from project partners as matching funds/resources (10)
- Project evaluation: Are the expected outcomes measurable, and is the evaluation plan suitable for measuring the outcomes? (10)
- Targeting of most effective practices to areas providing most benefit (10)

## **PRE-APPLICATION ASSISTANCE**

For help with pre-applications you may obtain assistance from the Regional Coordinator and/or the Urban Conservationist for your area:

- Western Iowa
  - Bob Waters - 515-306-7012 or [Bob.Waters@Iowaagriculture.gov](mailto:Bob.Waters@Iowaagriculture.gov)
  - Derek Namanny – 712-336-3782 x 3 or [Derek.Namanny@ia.nacdnet.net](mailto:Derek.Namanny@ia.nacdnet.net)
- Northeast Iowa
  - Jeff Tisl -563-422-6201 or [Jeff.Tisl@Iowaagriculture.gov](mailto:Jeff.Tisl@Iowaagriculture.gov)
  - Amy Bouska – 319-337-2322 x 3 or [Amy.Bouska@ia.nacdnet.net](mailto:Amy.Bouska@ia.nacdnet.net)
- Southeast Iowa
  - James Martin -641-472-8411 ext. 104 or [James.Martin@Iowaagriculture.gov](mailto:James.Martin@Iowaagriculture.gov)
  - Amy Bouska – 319-337-2322 x 3 [Amy.Bouska@ia.nacdnet.net](mailto:Amy.Bouska@ia.nacdnet.net)
- Central and North Central Iowa
  - Kyle Ament -515-242-6196 or [kyle.ament@dnr.iowa.gov](mailto:kyle.ament@dnr.iowa.gov)
  - Jennifer Welch – 515-964-1883 x 3 or [Jennifer.Welch@ia.nacdnet.net](mailto:Jennifer.Welch@ia.nacdnet.net)

## **SPECIAL NOTES**

The Iowa Department of Agriculture and Land Stewardship (IDALS) prohibits discrimination in its programs on the basis of race, color, national origin, sex, religion, age, disability, political beliefs and marital or familial status. (Not all prohibited bases apply to all programs.)

Distribution of pre-applications is limited to people involved in the review process, but note that all pre-applications and subsequent reports and related information are in the public domain. All reports related to funded projects will be made available to all interested parties in printed, electronic, or other means of communication, without discrimination.

Names, addresses and telephone numbers of Project Coordinators (from funded projects) may be provided to interested news entities, potential project participants, or organizations for subsequent inquiries. Applications are used in the peer review process and submission of an application establishes consent by the author for appropriate distribution to fulfill review requirements.

Selected applicants of pre-applications will be requested to provide a full-application for consideration of funding. Full-applications approved for funding will be required to enter into a project agreement with IDALS. Sponsors of approved projects will be required to submit quarterly, annual, and final project reports utilizing forms and guidance provided by IDALS.

## **PROCEDURE FOR SUBMITTING PRE-APPLICATIONS**

Submit one electronic copy of your project application to IDALS. Arrival date and time of the electronic copy will be used to determine whether an application has been submitted on time. **Pre-applications must be received by 4:30 PM on December 19, 2014.**

Applications will be accepted by either of the following methods:

1. Submit the electronic copy of the pre-application on some type of magnetic storage medium (CD, Flash drive, etc.) and deliver it to the address below:

*Iowa Department of Agriculture and Land Stewardship  
Division of Soil Conservation  
c/o Mary Baker  
502 East 9th Street  
Des Moines IA 50319*

2. Submit the electronic file containing your application in an attachment by e-mail addressed to [Mary.Baker@Iowaagriculture.gov](mailto:Mary.Baker@Iowaagriculture.gov). The file size limit for submission of applications by e-mail is 10MB in size. Hard copies of the pre-application will not be accepted without an electronic copy. If you need assistance submitting your pre-application, please contact Mary Baker at 515-281-4246 or [Mary.Baker@Iowaagriculture.gov](mailto:Mary.Baker@Iowaagriculture.gov).

# WATER QUALITY INITIATIVE TARGETED DEMONSTRATION WATERSHED PROJECTS PRE-APPLICATION FOR FUNDING ASSISTANCE

Iowa Department of Agriculture & Land Stewardship

**Proposal Cover Sheet:** (1 page maximum)

Provide the following information on the Proposal Cover Sheet. Additionally, include the signature of the District Chairperson authorizing submission of the proposal.

1. Project Title:

Applicant Entity:

Contact Person:

Address:

Phone:

E-mail:

2. List the name, location, and the importance of the surface water that will be benefit by this project:
3. Include a listing of project partners at the time of pre-application:
4. Provide a budget summary, utilizing the format shown here:

	<b>IDALS Request</b>	<b>Partner Contributions</b>	<b>Landowner Contributions</b>	<b>Total Budget</b>
<b>4/15 /15 – 6/ 30/15</b>				
<b>7/1/15 – 6/30/16</b>				
<b>Overall</b>				

**Pre-Proposal Narrative:** (2 page maximum)

Provide a brief narrative on the following items:

- Describe the primary components/practices that will be installed by this project
- Describe the primary anticipated benefits
- If there will be other / future phases of this project or if the things that would be funded by this application are part of a larger scale project, describe the larger project and how this application fits in or compliments other aspects of a larger project.
- Describe how the funding requested in the pre-application will be leveraged / matched.
- Describe how the project will be evaluated to determine if anticipated benefits are realized.
- Describe the education/information program that will be developed as part of the project.



# Iowa's Water Quality Initiative Watersheds & Basin Coordinator Regions

